

**OFFICE OF THE CLERK  
U.S. BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA**

**GUIDELINES PERTAINING TO REQUESTS FOR EXEMPTION FROM PAYMENT OF THE  
ELECTRONIC PUBLIC ACCESS USER FEE PRESCRIBED BY ITEM (1) OF THE  
ELECTRONIC PUBLIC ACCESS MISCELLANEOUS FEE SCHEDULE**

Effective January 8, 2003

The following guidelines apply to all requests for exemption from payment of the electronic public access user fee prescribed by Item (1) of the Electronic Public Access Miscellaneous Fee Schedule.

1. A request for exemption from payment of the electronic public access user fee prescribed by Item (1) of the Electronic Public Access Miscellaneous Fee Schedule shall be made by written motion in compliance with Local Bankruptcy Rule 9014-1, either using the Court-approved form [Motion for Exemption from Payment of the Electronic Public Access User Fee Prescribed by Item \(1\) of The Electronic Public Access Miscellaneous Fee Schedule \(EDC 3-960\)](#), or other document that provides all of the information, and is supported by all of the evidence, required by the Court-approved form.
2. Motions for exemption from payment of the electronic public access user fee shall comply with the general requirements of form set forth in Fed.R.Bankr.P. 9004(a) and (b) and Local Bankruptcy Rule 9004-1(a), and shall include the movant's name, address, telephone number, WebPACER account login name, California State Bar identification number, if applicable, and certification under penalty of perjury that the statements and information set forth in the motion and supporting documents is true and correct to the best of his/her knowledge, information, and belief.
3. Because individual qualifications provide the basis for granting an exemption from payment of the electronic public access user fee, each WebPACER user must separately request and satisfy the necessary criteria themselves to qualify for an exemption from payment. Exemptions will apply to *qualified, individual* WebPACER users only and will not extend to other WebPACER users within the same firm.
4. Motions for exemption from payment of the electronic public access user fee shall be accompanied by all required supporting documentation, including, but not limited to, a declaration that includes an affirmative statement of the specific activity or activities performed by the movant that qualifies them for the exemption, and certified copies establishing movant's qualifications.
5. The burden of proving a party's entitlement to an exemption from payment of the electronic public access user fee rests with the party.
6. Motions shall include the movant's acknowledgment and agreement that dockets and documents obtained using a fee exempt account are, in the case of an attorney, for use in connection with representation of their clients or, in the case of a trustee, for use in

connection with performance of their duties as a bankruptcy trustee, and will not be sold, transferred, or otherwise provided to third parties.

7. A proposed [Order Granting Exemption from Payment of the Electronic Public Access User Fee Prescribed By Item \(1\) of the Electronic Public Access Fee Schedule](#) (EDC 6-960) completed by the movant shall be submitted with the motion for exemption from payment of the fee and supporting documentation.
8. The original plus one copy of the motion, supporting documents, and proposed order shall be directed to *Richard G. Heltzel, Clerk, U.S. Bankruptcy Court, Attention: EPA Fee Exemption, 501 I Street, Ste. 3-200, Sacramento, CA 95814.*
9. Upon receipt , the motion and supporting documentation will be reviewed for completeness and compliance with these guidelines, and forwarded to the Chief United States Bankruptcy Judge for disposition. In the event of questions concerning the completeness, accuracy or veracity of the documents submitted, the Court may hold a hearing on the motion.
10. Exemptions from payment of the electronic public access user fee will be granted for a maximum term of 12 months. WebPACER users who continue to qualify for an exemption from payment of the fee at the end of 12 months shall file a new request for exemption based upon their qualifications at that time.